LC
1045
.A5
1920b

TRAVEL REGULATIONS

Class LC1046
Book .A5
1920

(Misc. 150 B)

Federal Board for Vocational Education

TRAVEL REGULATIONS

EFFECTIVE
AUGUST 1, 1920

WASHINGTON
GOVERNMENT PRINTING OFFICE
1920

LC1045
.A5
1920b

LIBRARY OF CONGRESS
RECEIVED
JAN 10 1921
DOCUMENTS DIVISION

TRAVEL REGULATIONS.

REGULATIONS GOVERNING TRAVELING EXPENSES.

August 1, 1920.

To officers and employees of the Federal Board for Vocational Education and others traveling on official business for the board:

By direction of the board the following regulations shall govern the allowance of traveling expenses incurred for travel on official business, except where specific laws provide otherwise.

1. Employees traveling on official business are required to provide themselves with sufficient funds for all current expenses. If loss of time or extra expense results from lack of funds, such time will be charged to annual leave or deducted from salary, and no extra expense will be allowed. No subsistence charges will be allowed for such lost time.

2. No travel should be undertaken without *previous* authority issued in the regular manner by the proper administrative officer.

3. Traveling expenses which will be reimbursed by the board are confined to those expenses usual to the ordinary comforts of a traveler and include the following:

Transportation.

4. Actual fares on railroads, steamboats, and other conveyances will be allowed. Special conveyance, such as

livery, or the hire of a boat, bicycle, motorcycle, or automobile in lieu of livery, is allowed only when no public or regular means of transportation are available or when such regular means of transportation can not be used as advantageously in the interest of the Government, in which case an explanation must accompany the reimbursement account and a subvoucher to support the charge.

5. All travel must be by the shortest usually traveled route. The fare in no case must exceed the regular first-class limited fare charged the general public.

6. Where it is necessary to use an *extra-fare train*, full explanation must appear in the voucher, showing what official necessity required the use of transportation at excess rates.

7. Where *extra-fare trains* are used, the time of actual arrival of train at destination must be shown in order that the Government may recover the penalty for lost time, if any is provided in the tariff. The train number or name and time of leaving starting point must be given. Extra-fare refund slips should be turned in to the board for redemption.

8. *Delay in travel.*—Stopping over at any point or any detention en route, or any deviation from the shortest usually traveled route must be satisfactorily explained. If due to exigencies of travel, such as changing cars. awaiting train accommodations, accidents, etc., and fully explained in the voucher, the additional expense will be allowed.

9. *If stop-over or deviation from direct route for employee's convenience is made, the voucher must show the actual expenses as they were incurred.* Deductions of all charges not

properly payable by the United States will be made before payment. Where employees travel by *circuitous routes* for their own convenience or use expensive means of transportation for their own comfort, every doubt with reference to charges will be resolved against the employee.

10. *Railroad tickets* should be obtained at regular ticket offices. If transportation is purchased from conductors on trains, the employee must pay the extra cost, unless he furnishes satisfactory explanation.

11. Points between which travel is performed and the date and hour of arrival at and departure from official station must be indicated in the voucher.

12. Transportation at *round-trip or special rates.*—Employees are required to exercise care and judgment in the interest of economy in the purchase of transportation, whether it be obtained in exchange for cash or for transportation requests. Efforts should be made to take advantage of reduced rates for round trips when applicable to the travel to be performed, or of any special rates effective on the day of purchase. Whenever transportation is purchased at round-trip or other special rates the voucher must so indicate. If ticket is procured on a Government request, the round-trip or special rate should be noted on the duplicate request.

13. All unused tickets or parts of tickets purchased or obtained on Government requests for transportation must be promptly forwarded with explanation through the officer to the auditor who will conduct all correspondence relative to refunds, etc. The description of the ticket must show starting point and destination.

14. If the traveler has surrendered his ticket to the conductor and desires to leave the train before reaching

the destination indicated on the ticket, he should request the return of the ticket from the conductor, who will show on the ticket where the traveler left the train. In case the conductor refuses to return the ticket, the fact should be reported when refund report is made.

15. *Care should be taken to stop baggage that has been checked on the ticket at the same point where the traveler leaves the train. If, on account of change of route or other reason, baggage can not be intercepted and transferred and is carried through to destination on unused portion of ticket, full statement of facts should be made to the auditor at the time of transmitting the unused ticket.*

SLEEPING AND PARLOR CAR ACCOMMODATIONS AND BERTHS ON STEAMERS.

16. One *berth* for each person or a seat in parlor car will be allowed. When especially authorized or when the exigencies of travel require it, a *full section or a stateroom* may be allowed. Such charges must be accompanied by an explanation.

17. All *charges for sleeping and parlor car* accommodations must be supported by the berth or seat check, where such a check is issued.

18. Through sleeping or parlor tickets must be obtained where possible.

19. The allowance is for either a lower or upper berth; the kind of berth actually obtained must be stated.

20. Berths in tourist sleepers must be described as such.

21. *Staterooms on vessels.*—Customary charges for stateroom accommodations, steamer chairs, and rugs will be allowed on steamers and other vessels.

22. Stateroom accommodations can be charged for only when fare on steamer does not include berth.

23. Where *stateroom checks* are issued they must be attached to the voucher when paid for in cash, or to memorandum request when obtained on Government request.

STREET CARS, BUSSES, CARRIAGES, TAXICABS, ETC.

24. Reasonable charges for transportation by the usual means, such as street cars, busses, etc., will be allowed. If carriages or taxicabs are used, explanation showing impracticability of securing usual means of transportation must be furnished in support of charges therefor.

25. Where employees are authorized to use privately owned automobiles for official travel, charges for such necessary incidental expenses incurred in connection with its operation as are readily ascertainable—as for gasoline or oil used on trip, will be allowed but only to the actual cost thereof. A commuted rate charge will not be allowed in any case. The account must show the number of miles traveled for each trip. Receipts for gasoline and oil will be required.

BAGGAGE.

26. Charges for *transfer of baggage* to and from home, hotel, depot, and wharves will be allowed at not to exceed the current rates charged by regular transfer companies.

27. Charges for *"extra" or "excess" baggage* will not be allowed except in cases where the extra weight consists of public property or private property to be used for public purposes. Such charges must be explained.

28. All baggage weighing in excess of the weight or of a size greater than transported free by transportation companies will be regarded as excess baggage.

29. *Baggagemen.*—Reasonable fees to baggagemen and to porters not to exceed 15 cents each on arrival at and departure from homes, hotels, depots, and wharves or landings will be allowed for the handling of baggage. The nature of the service rendered shall be stated in every instance.

30. Checking baggage at hotels and depots not to exceed 10 cents per piece will be allowed if accompanied by an explanation that checking baggage was for official business, or that a saving of transfer charges was effected.

31. Where baggage is checked on a ticket which for any reason is not used the baggage should be stopped and proper note made on the ticket by the officer of the transportation company.

32. If the baggage goes through on such a ticket, through negligence of the employee, the cost for transportation exacted by the transportation company will be charged against the employee.

FEES TO PORTERS, STEWARDS, ETC.

33. *Fees to porters* on sleeping cars not to exceed 25 cents and parlor or chair cars not to exceed 15 cents will be allowed for each day of 24 hours or fraction of a day, or for each car used by the traveler.

34. Reimbursement will not be allowed for tips paid in the following named *antitipping States:* Arkansas, Georgia, Iowa, Mississippi, South Carolina, and Tennessee, or any others enacting such laws.

35. Customary *fees to stewards* and others on ocean and coastwise steamers not to exceed in the aggregate on trans-Atlantic steamers, $10; on the Pacific Ocean to or from Hawaii, not to exceed $10; to or from China, Japan, or the

Philippine Islands, not to exceed $15; on coastwise steamers, not to exceed 50 cents a day, provided that fees to table stewards or to cabin porters or cabin boys, on vessels for services rendered in connection with meals, will be included in computing the aggregate amount of subsistence expenses.

ACTUAL EXPENSES OF SUBSISTENCE.

36. Except as hereinafter provided the actual and necessary *expenses for subsistence,* while traveling on official business and away from home or official station, must not exceed $5 for any one day. The item "subsistence" includes all traveling expenses, except transportation and expenses incident thereto.

37. Under no circumstances will charges for meals or lodging be allowed which are taken at the employee's official station or home. (See par. 47.)

38. Charges for sleeping-car berth are transportation expenses and not expenses of subsistence. Charges for sleeping car and lodging for the same night must be fully explained.

39. *Fees for actual dining-room service* not to exceed 10 cents per meal or 30 cents per day will be allowed within the legislative limit of $5 per day.

40. *Receipts for lodging* (European plan), or board and lodging (American plan), must be furnished. Receipts must show dates for which the charge is made and indicate the beginning and termination of the period by name of meal or lodging.

41. Where receipt covers *fractional parts of a day*, with charges at per day rates, the receipt must show the proportion of daily rate charged for meals and lodging.

42. Receipts will not be required for meals except where included with lodging on the American plan.

43. When *computing the daily expenditures* for subsistence, the day will begin with breakfast and end with lodging of that day; that is to say:

44. The cost of lodging will be regarded as pertaining to the day in which the night for which the lodging was procured began.

45. When away from official station, employees may be allowed reimbursement for *baths actually taken* not to exceed one per day of 24 hours, and at a cost of not to exceed 50 cents each. *Receipts for such expenditures will be required in each case.*

46. *Charges for baths will not be allowed when room with bath at hotel is taken.*

47. *Laundry.* Expenses for laundry will be allowed not to exceed $1.40 per week or at the rate of 20 cents per day. Such charges to be included in the subsistence of the day on which payment was made. (Total subsistence, including laundry, not to exceed $5 per day.)

Laundry must include only expenses incurred for that item during the period for which the account is rendered, and must not be brought forward from the previous account.

Under no circumstances will an employee be reimbursed for expenses incurred for *laundry at his official station.* (See par. 37.)

Itemized receipts for laundry are required.

PER DIEM IN LIEU OF SUBSISTENCE.

Section 13 of the sundry civil act approved August 1, 1914, provided—

48. That the heads of executive departments and other Government establishments are authorized to prescribe

per diem rates of allowance, not exceeding $4 in lieu of subsistence, to *persons engaged in field work or traveling on official business outside of the District of Columbia and away from their designated posts of duty* when not otherwise fixed by law.

49. Under the provisions of this act persons engaged in field work or traveling on official business of the board, outside of the District of Columbia and away from their designated posts of duty, will be allowed $4 per diem in lieu of subsistence, when specifically authorized.

50. Per diem allowances in lieu of subsistence under these regulations will be subject to the following rules:

51. For absence of less than six hours no per diem wil be allowed. *For six hours or over a full per diem may be charged.* For the purpose of *computing the per diem allowance* the day will be considered as commencing at midnight. In no case will more than $4 be paid for a single day.

52. No per diems can be paid to any employee while on leave of absence.

53. When a *leave of absence* commences on Monday or terminates on Saturday, or is preceded or followed by a legal holiday, employees are not entitled to per diem in lieu of subsistence for such preceding and succeeding Sundays and holidays unless they were actually on duty at their places of assignment, which fact must be stated after the last item of expense has been entered in the voucher.

54. The per diem will include all expenses except transportation and expenses incident thereto.

55. Per diem will in no case be allowed at the official station or home of the employee. The place of official station is fixed either by the law or the certificate of appointment. (See pars. 37 and 47.)

56. The *limits of the official station* are the territorial limits of the city where the official station of the employee is located.

57. The *hour of departure from and return to* official station must be shown for each trip.

58. Hour of departure or arrival is the hour at which the train, boat, or other conveyance used by an employee leaves or arrives at its regular terminal at the official station.

59. Employees in the field will be allowed *per diem for Sundays and legal holidays* while on duty away from their homes and official stations.

60. Employees *traveling on steamers where the cost of ticket includes meals and stateroom accommodations* will not be entitled to per diem in lieu of subsistence for the time they are on such steamers.

GOVERNMENT REQUESTS FOR TRANSPORTATION.

61. Government requests for transportation issued by the Board must be *used only for travel on official business of the Board*, and should be used in every case.

62. *Separate transportation requests must be issued for the transportation of each regular employee.*

63. Requests generally will be honored for travel over all the railroads in the United States and on steamship lines within the United States and those leaving United States ports. They may also be used to obtain accommodations in sleeping and parlor cars.

64. When *through tickets* are on sale, they should be obtained, except when rates more advantageous to the Government may be otherwise secured, or when stopovers are to be made on official business.

65. When *stop-overs* are to be made on official business and stop-over privileges are not included in a regular ticket, separate requests will be issued for each portion of a journey.

66. *Route journeys* only when some substantial interest of the Government is subserved thereby.

67. Either fill in or rule out all spaces in the form.

68. Separate requests should be made for sleeping car, parlor car, and other accommodations not furnished on regular tickets for transportation.

69. *Round trip tickets* should be procured when practicable.

69a. As the memorandum *copy of request* serves as a very important administrative record, care must be exercised that such *copy is legible* when forwarded and that the amount of the charge is correctly stated.

70. Each employee using a Government transportation request should state that fact in his expense account under the date of its use, giving the number of the request, the points between which and the names of the railroads over which the travel is made, and the price of the ticket furnished.

71. All *requests spoiled or canceled* for any reason should be at once transmitted to the auditor for proper record, accompanied by the memorandum copy, and that fact noted on the stub.

72. When *sleeping-car berths for more than one person* are obtained on Government requests, the requests and memorandum copies should show how many berths and the kind of berths furnished.

73. When parlor-car seats are obtained, the request and memorandum copy should show that fact.

74. *Passenger checks for seat or berth* must be forwarded attached to the memorandum copy of the Government request.

75. Great care should be exercised that *transportation requests are not lost or stolen*, as transportation companies accepting Government requests in good faith are entitled to reimbursement for transportation furnished thereon; and if used by unauthorized persons, the employee whose neglect makes possible the unauthorized or fraudulent use will be compelled to reimburse the United States for such transportation.

76. *Unused portions of tickets* secured on requests should be forwarded through the proper course to the auditor for redemption. A letter of explanation should accompany the unused portion of ticket.

77. Travelers leaving trains short of destination of ticket after having surrendered ticket or a coupon for an unused part of trip, must notify train conductor to make proper notation thereon, "Off at ———— station." In case of surrender of ticket, the form and ticket number and name of issuing line must be obtained from conductor and reported with the facts to the auditor. Pullman conductor must be notified when accommodations are vacated short of destination for which paid, and report of the fact must accompany unused transportation or Pullman passenger checks.

78. Where Government requests for transportation are used for *travel which involves no other charges* to be reimbursed by the Government, and therefore the employee will submit no expense account, the reverse side of the memorandum transportation request forwarded to the department must contain the approval in writing of the ad-

ministrative officer under whose direction the travel was performed.

79. Where a Government request is used for obtaining tickets for persons other than the one signing the request, the names of such travelers, followed by proper designation and kind of ticket secured, must be written on the back of the original and memorandum copies of the request.

Sample:

John Smith, training officer, round trip.
Harry Brown, attendant, single trip.
Mary Jones, nurse, round trip.
H. Hasewaga, disabled soldier, single trip.

TELEGRAMS.

80. All employees so authorized will be furnished with *telegraph identification cards* of both the Postal and Western Union companies, which should be used in all cases where telegrams are sent on official business. When these cards are used no payment at time of sending or receiving is necessary.

81. Where the employees of telegraph companies refuse to recognize telegraph identification cards, the telegram should be paid for, a copy of the telegram, properly receipted for the amount paid, attached to the voucher to support the charge, and a statement made that telegraph identification cards were not recognized.

82. Expenses for telegrams relating to leave of absence, payment of salary, and expense vouchers, or any other matter of a personal nature, will not be allowed, and such telegrams must not be sent at Government expense.

83. In preparing telegrams care should be observed that all *unnecessary words* are omitted.

84. The telegraph should be resorted to as a means of communication only in case of emergency, or when especially instructed to use that means of communication. If this rule is violated, the cost of the telegram will be charged against the employee responsible for sending the message.

85. If for any reason a message could be transmitted cheaper at commercial rates than Government rates, the former rates should be used.

86. *Words to be counted and charged for.*—In messages the undermentioned words will be counted and charged for, viz:

All words in an extra date. In the check, the words "Deliver and report charges," "Collect delivery charges," "Report delivery," and "Repeat back."

87. In collect messages the word "collect" in the check will be counted but will not be charged for.

88. When a message bears two or more addresses and delivery is to be made to each address, it will be charged for as two or more messages, as the case may be. A message addressed, for example, to "W. Brown, 197 Broadway, and B. Wells, 60 Exchange Place, N. Y.," or a message addressed, for example, to "W. Brown and B. Wells, 197 Broadway," will in each case be charged for as two messages. A message addressed to "J. B. Jackson and S. B. Smith, Senate Chamber, Washington, D. C.," will be charged for as two messages.

89. In counting a message, dictionary words, initial letters, surnames of persons, names of cities, towns, villages, States, or Territories, or names of the Canadian Provinces, will be counted and charged for each as one word. The abbreviations for the names of cities, towns,

villages, States, Territories, and Provinces will be counted and charged for the same as if written in full. In names of countries or counties all the words will be counted and charged for.

89a. The charge for Government domestic messages is 40 per cent of the tolls between the same points in the United States on a commercial message of the same class and length. The addresses and signatures are not counted or charged for.

90. Abbreviations of weights and measures in common use will be counted each as a word.

91. To prevent liability to error and reduce cost, numbers and amounts should be written in words.

92. In ordinal numbers the affixes st, d, nd, rd, and th will each be counted as one word.

93. Figures, decimal points, and bars of division, and letters (except the pronounceable groups covered by the following paragraph) will be counted, each separately, as one word.

94. All pronounceable groups of letters, when such groups are not dictionary words or combinations of dictionary words, will be counted at the rate of five letters or fractions of five letters to a word. When such groups are made up of combinations of dictionary words, each dictionary word so used will be counted as one word.

95. The following example will illustrate the application of these rules:

Van Dorne.....1 word.	New York (or N. Y.)1 word.
McGregor.....1 word.	New York State....2 words.
O'Connor.....1 word.	Nova Scotia (or
DeWitt.....1 word.	N. S.).....1 word.
Brown, jr.....2 words.	St. Louis.....1 word.

East St. Louis.....1 word.
North Carolina.....1 word.
Queen Anne County3 words.
New Mexico.....1 word.
District of Columbia
(or D. C.).....1 word.
North America....2 words.
44.42.....5 words.
42B618.....6 words.
74¾.....5 words.
No. 185, 22d st.....8 words.
10,000,000.....8 words.
Ten millions.....2 words.
3d (or 3rd).....2 words.
10th.....3 words.
Lbs.....1 word.
Cwt.....1 word.
Hhds.....1 word.
Amaurecis.....1 word.
Adbantia.....1 word.
Chancin.....1 word.
Interavis.....1 word.
Byxtrm90.....8 words.
Xyf194sm.....8 words.
All=right or alright.2 words.

EXCEPTIONS.

A. M.....1 word.
P. M.....1 word.
F. O. B. (or fob)..1 word.
C. O. D. (or cod)..1 word.
C. I. F. or C. F. I.
(or cif or cfi)....1 word.
O. K.....1 word.
C. A. F. (or caf)...1 word.
Per cent.....1 word.

96. Every message must show the place where the message originates and the date.

97. Wherever possible special delivery letters (Form 575) or *night-rate telegrams* or night letters should be sent.

98. In most instances, under the practice of the board, telegrams received from officers in the field after office hours are not acted upon until the next day. The sending of telegrams at day rates when filed for transmission at such times as to prevent their being received by the addressees during office hours of the day on which they are filed serves no useful purpose, and causes an unnecessary expense, which, while small in each case, amounts to a considerable sum in the aggregate.

99. All telegrams, *except those so urgent as to require the immediate attention of the addressee*, filed too late to be received during office hours, must be sent as night telegrams and at night rates, or special delivery letter (Form 575).

100. In filing telegrams to distant points, officers should consider and allow for difference in time (in some cases several hours), the time required to transmit and deliver telegrams (usually an hour or more) and the probable closing time of offices.

101. Officers and employees are directed not to use the telegraph when a special delivery letter (Form 575) would accomplish the same purpose.

102. Careful calculation will often show that a letter or special delivery letter (Form 575) can be sent and acted on as quickly as a telegram.

103. Under no conditions should *two copies of a telegram* be furnished the telegraph company.

104. All telegrams should be sent marked "*Official business, paid Government rate, charge Federal Board Vocational Education.*"

TELEPHONES.

105. Charges for telephone calls on official business will be allowed. Reimbursement for amounts paid for local calls may be claimed by setting forth in voucher in one item the amount expended therefor each day, giving the total number of calls made and amount of each. When long-distance telephone is used, a statement must be furnished showing the places to and from which the service was rendered and with whom communication was held.

106. Receipts must be furnished for payments for long-distance telephone service except in cases where auto-

matic-slot telephones are used, which fact should be stated in explanation.

EXPRESS AND FREIGHT.

107. Property should *not be shipped by express* when ordinary freight service will answer the needs of the department.

108. Whenever practicable, *shipments by freight or express must be made on Government bills of lading*, which will be furnished on request made through proper channels.

109. *Payment of charges* on shipments made on Government bills of lading will be made direct to the transportation companies *by the disbursing officer*, and should not be made by officials in the field.

110. Whenever *it is impracticable to use Government bills of lading*, the form of commercial bill of lading may be used.

111. When *payment of charges is demanded by the transportation companies* (from the shipper or the consignee) on shipments not made on Government bills of lading, payment may be made on a properly executed receipted expense bill showing weight and rate and reimbursement obtained by including the item in personal-expense voucher. The fact that the agent refused delivery until payment of the charges was made should be certified thereon.

112. In cases of *damage or shortage*, notation to that effect should be made on Government bill of lading by the person receiving shipment. When a commercial bill of lading is used and the shipment is damaged or shortage occurs, the officer who approves the voucher for the payment of the charges on the shipment should indicate on the voucher the facts in regard to damage or shortage.

MISCELLANEOUS.

113. Except when properly authorized, no reimbursement of expenses for *stenographic or typewriting services* in connection with the preparation of reports or correspondence will be made to an employee while traveling on official business of the board.

114. *The employment of other assistance* should, when practicable, be authorized by the board before such assistance is engaged; but when this is impracticable it must be authorized before expenditure will be allowed.

115. Such assistance should not be paid for by the field employee, but the account covering same should be certified and forwarded in the usual manner for payment, which will be made direct to the person who rendered the service. Such account should show when the service began and ended.

116. If it is found that the payee will not wait for reimbursement in the regular manner, payment may be made by the field employee, receipt therefor to be taken on a subvoucher and a full explanation submitted with the account in which the charge is included.

117. Expenditure for *repairs to Government property*, such as typewriters, etc., when immediate payment is demanded, and purchase of State and city maps and street guides will be reimbursed employees.

118. Employees are not permitted to pay expenses of other employees or make payment to other Government employees for services of any character.

119. At the expiration of the term of service of an employee unused Government requests for transportation, telegraph identification cards, and other Government

property in his possession must be promptly forwarded to the board or be properly accounted for.

RECEIPTS (SUBVOUCHERS).

120. Receipts (subvouchers) will be required for—

(*a*) Lodging (for persons claiming actual expenses).

(*b*) Hotel bill from American-plan hotel (for persons claiming actual expenses).

(*c*) Livery and automobile livery, with statement as to necessity therefor.

(*d*) Gasoline, oil, and storage charges.

(*e*) Laundry (receipt must be itemized).

(*f*) Express and railroad companies' charges for carrying freight. (Subvouchers *must* show the weight and rate.)

(*g*) Expense of clerical assistance when authorized.

(*h*) Repairs of Government property, such as typewriters, etc.

(*i*) Miscellaneous expenses, such as stationery, etc.

(*j*) Telegrams. *A receipted copy* must be furnished.

(*k*) Long distance telephone calls.

(*l*) Sleeping-car, parlor-car, and stateroom fares. The seat or berth check will be regarded as sufficient. If procured on a request, it should be attached to the memorandum copy of the request.

(*m*) Railroad fares paid on train must be supported by the cash-fare slip when no refund is allowed to traveler.

(*n*) Baths.

In cases where it is impracticable to obtain receipts, statement to that effect should be made in expense voucher, and the reason given. In the absence of explanation satisfactory to the administrative officers the amount involved will be suspended.

Receipts will not be required for—

(*a*) Railroad fares except where paid on train.

(*b*) Meals.

(*c*) Street car or ferry fares.

(*d*) Local telephone calls.

(*e*) Bus, carriage, or taxicab fares (short hauls), where fare does not exceed $1.

(*f*) Local baggage transfer.

(*g*) Baggage porter fees.

121. In no case shall a subvoucher be taken in duplicate.

122. Whenever a subvoucher is required, the person signing the same should also fill in the amount stated in figures.

123. *Subvouchers of a corporation* or unincorporated company should be signed with the company name and subscribed by person signing, with his title.

RENDERING OF VOUCHERS.

124. As far as practicable vouchers should be rendered monthly, by calendar month.

125. Each voucher must be accompanied by a copy or memorandum voucher.

126. It is preferred that vouchers be prepared on typewriter with carbon memorandum voucher.

127. Items in voucher must appear in chronological order, and all charges for the month for which rendered must be included.

128. *Items suspended from previous vouchers* and reclaimed with explanations must be stated after all items for the month have been listed.

129. All vouchers rendered by employees containing claims for charges other than salary must be *verified by* an *oath* sworn to by the person rendering it. When the oath is administered by notary public or other officers having a seal, the impression of the seal must be clearly affixed.

130. Attention is invited to section 8 of the sundry civil appropriation act approved August 24, 1912, as follows:

131. After June 30, 1912, postmasters, assistant postmasters, collectors of customs, collectors of internal revenue, chief clerks of the various executive departments and bureaus, or clerks designated by them for the purpose, the superintendent, the acting superintendent, custodian, and principal clerks of the various national parks and other Government reservations, superintendent, acting superintendents, and principal clerks of the different Indian superintendencies of Indian agencies, and chiefs of field parties, *are required, empowered, and authorized, when requested, to administer oaths*, required by law or otherwise, to accounts for travel or other expenses against the United States, with like force and effect as officers having a seal; for such services when so rendered, or when rendered on demand after said date by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; *and on and after July 1, 1912, no fee or money paid for the services herein described shall be paid or reimbursed by the United States.*

132. The law above quoted *prohibits the payment for jurat to expense vouchers*, and if payment is made, reimbursement will not be allowed.

133. Consular officers and clerks of United States courts will swear Government officers and employees to expense vouchers without requiring the payment of a fee.

134. All entries should be carried to the dollars and cents column direct and no items should be interlined.

135. Charges for subsistence may be entered thus: "Sept. 10, bkfst. 50, dinner 50, supper $1, lodging $2.50," and the total $4.50 for the day extended to the money column, or thus: "Sept. 11, bkfst. 75, dinner 75, supper $1.25, lodging $3" and only extend to the money column the amount claimable for the day ($5) instead of the total expenditure $5.75.

136. If a subvoucher for board and lodging covers more than one day, only one entry in the voucher will be necessary. Care should be exercised, however, to have the subvoucher show the period it covers and the rate per day for meals and lodging.

136a. Letters transmitting vouchers are not necessary.

137. A *legible address* to which the check is to be sent must be indicated on the voucher.

138. The use of every Government request for transportation should be reported under date of its use in expense voucher. The number of the request must be entered in the proper column for that purpose. (See par. 70.)

139. *Subvouchers* must be numbered consecutively, in chronological order, commencing with No. 1, for each voucher. Subvoucher numbers must be entered in the proper column of the voucher.

140. All items must be briefly and clearly stated.

141. As the accounting officers of the Treasury will require satisfactory evidence relative to every item paid by the Government, the risk of suspension in vouchers will be avoided if every unusual item is fully explained in the voucher when submitted.

142. When *alterations or erasures* are made, they must be certified to by the officer administering the oath as

having been made before final execution, and the certificate should indicate such alterations or erasures specifically. A general certificate as to alterations will not be regarded as sufficient.

143. No account of traveling expenses will be paid unless rendered upon approved form, properly itemized, accompanied by necessary subvouchers, approved by the duly authorized administrative officer, and accompanied by a copy of travel order or reference to the travel authorization.

144. *Memorandum of expenses.*—The traveler should keep a true memorandum of actual expenses paid from day to day, and transcribe the same to his travel voucher under the proper dates.

145. He should remember that his affidavit covers actual and not average cumulative daily expenses.

146. Items in vouchers not fully satisfactory to the administrative officers, will be eliminated from the voucher by a suspension letter, which will indicate the additional evidence required. Such items should be included, with proper explanation, in the next regular expense account to be submitted by the employee.

WAIVER.

147. These regulations or any portion thereof may be waived by the board in the case of any account coming under its provision, or in case of emergencies when expenditures are incurred not covered by any of its authorization, but such waiver will only be made upon a full statement of facts showing the case to be exceptional and meritorious, which statement must be permanently attached to the account.

INDEX.

	Paragraph.
Accounts. (*See* Vouchers.)	
Address for sending checks to employees	137
Alterations in vouchers	142
Arrival. (*See* Departure.)	
Authority:	
For clerical and other assistance	113, 114
To travel	2
Automobiles	25
Baggage:	
Checked through on tickets not used	15, 31, 32
Checking, at depots and hotels	30
Extra or excess	27, 28
To and from homes, depots, etc	26
Baggagemen, fees to	29
Baths:	
Included in per diem allowance	54
Included in subsistence	36
Receipts required	45, 120-*n*
When away from official stations	45
When room with bath is taken	46
Bicycle, hire of	4
Boat, hire of	4
Carriages, taxicabs, etc	24
Checking baggage at depots or hotels	30
Clerical assistance, receipts required	120-*g*
Clerical assistance, when authorized	113, 114
Conveyance, special, hire of	4
Corporations, form of signature to receipts	123

Paragraph.
Coupons for berths and seats as subvouchers..... 17, 120–*l*
Damage or loss occurring in freight shipment..... 112
Day and night messages:
Rates, use cheapest..... 85
When to use..... 97, 99
Delay in travel..... 8, 9
Departure and arrival at official station:
Explanation of..... 58
Hour of, must be shown..... 11, 57
Deviation from direct route..... 9
Dining-room service, fees for..... 39
Included in subsistence..... 36, 39
Duplicate or memorandum vouchers..... 125, 126
Duplicate transportation requests..... 69–*a*
Emergency, telegram to be sent in case of..... 101, 102
Employees leaving service, disposition of Government property..... 119
Employees, payment by, to other employees, not allowed..... 118
Entering transportation requests in accounts..... 138
Erasures in vouchers..... 142
Expense voucher, form of..... 143
Expenses of travel:
Fees: Exceptions..... 34
Fees to porters..... 29, 33
Funds for current..... 1
Handling baggage..... 29
Items, order of, in voucher for..... 127
Memorandum of, to be kept..... 144
Other employees, payment of..... 118
Reimbursing of..... 3

Expenses of travel—Continued. Paragraph.
Laundry 47
Travel must be authorized 2
Vouchers, how to be rendered 124
Explanatory letters required:
All unusual items 141
Payment of fare to conductors 10
Special transportation 6
Suspended items 146
Express and freight charges:
Government bills of lading, when shipped on . 108, 109
How to pay 109, 111
Extra-fare trains, regulations as to use of 6, 7
Extra or excess baggage 27, 28
Freight, charges for, supported by subvouchers ... 120–*f*
Freight shipments 107, 112
Funds required for travel 1
Government bills of lading 108, 109, 110, 112
Government property:
Cost of repairs to 117
In possession of employees leaving service 119
Receipts required for repairs 120–*h*
Government requests for transportation:
By whom honored 63
How to enter in vouchers 70
How to use 61, 64, 67
Lost or stolen, penalty for 75
Memorandum copies, disposition of 69–a
Obtaining sleeping car berths and seats 72, 73, 74
Obtaining tickets for other persons 62, 79
Round-trip 69
Routing journeys 66
Spoiled or canceled, disposition of 71

Government requests for transportation—Con. Paragraph.
Stop-over privileges 65
To be entered in proper column in voucher 138
To be shown under date of its use 138
Separate requests must be issued for transportation for each regular employee 62
Transportation involving no other charges 78
Two or more persons on same request 62
Unused portions of tickets secured on request .. 76, 77
When to use separate requests 62
Items, briefly stated in accounts 140
Jurat to expense vouchers, payment for, prohibited 132
Persons authorized to swear Government employees 133
Laundry 47
Leave of absence:
How computed in connection with per diem ... 53
Telegrams relating to 82
Lettergrams 97, 99
Livery 4
Local and long-distance telephone messages 105
Lodging, receipt required 40, 120–*a*
Included in per diem allowance 54
Included in subsistence 36
Loss of time:
Deducted from salary 1
From lack of funds 1
Subsistence charge during 1
Lost or stolen transportation requests 75
Maps, purchase of 117
Meals and lodging (*see also* Subsistence):
At home or official station, not allowed 37
Fees for dining-room service 39

Meals and lodging—Continued. Paragraph.
How to compute for..... 43
Receipts for, American and European plans.. 40, 42, 120–*b*
Receipts for fractional parts of days..... 41
See also Per diem in lieu of subsistence..... 49, 54
Memorandum copies of transportation requests..... 69–a
Memorandum of expenses to be kept by traveler. 144, 145
Messages, telegraphic:
Rates of..... 85
When to use..... 97, 99
Telephonic, local and long distance..... 105
Miscellaneous expenses, receipts required..... 120–*i*
Motor cycle, hire of..... 4
Oath to expense account:
By consular officers and clerks of United States courts, free of charge..... 133
Payment for, prohibited..... 132
Persons authorized to administer..... 131
Official station:
Departure from and return to..... 57, 58
Limits of..... 56
Per diem in lieu of subsistence not allowed at. 55
Place of..... 55
Parlor cars:
Fees to porters on..... 33
Regulations as to fare..... 16, 18
Per diem in lieu of subsistence..... 48, 50, 51, 52
Expenses included in..... 49
Not allowed at official station..... 55
On steamers where ticket includes meals and stateroom, not allowed..... 60

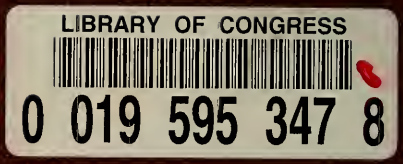
Per diem in lieu of subsistence—Continued. Paragraph.
Subsistence for fractional parts of days..... 48
Sundays and legal holidays (field employees).. 59
When leave of absence commences on Monday or terminates on Saturday or is preceded or followed by a legal holiday..... 53
When to begin and end..... 44
Personal business, expenses charged against employee..... 9
Personal telegrams to be paid for by employees.... 82
Porters, fees to, on sleeping or parlor cars..... 33
Railroad fares, actual, will be allowed..... 4
Railroad fares paid on train, subvoucher required.. 120–*m*
Railroad tickets:
Obtained for other persons..... 62, 79
Purchase at regular offices..... 10
Purchase from conductors..... 10
Stopping baggage on unused..... 15
Surrendering on train..... 14
Unused, or parts of..... 13
Receipts (subvouchers):
Items to be supported by..... 120–*a–n*
(*See also* Subvouchers, and particular subjects.)
Rendition of accounts, proper method..... 143
Repairs to typewriters and other Government property, cost of..... 117
Round-trip or special rates..... 12, 69
Routing journeys..... 66
Salary, loss of time deducted from..... 1
Shortage on freight shipments..... 112
Shortest and usually traveled route..... 5
Sleeping-car berths are transportation expenses, not subsistence..... 38

Sleeping and parlor car accommodations: Paragraph.
Checks required 120–*l*
Fees to porters 33
Obtained on transportation requests 68, 72, 73, 74
Regulations governing 16
Special transportation, when permitted 4
Staterooms on vessels:
Checks required 23, 120–*l*
Customary accommodations allowed 21
When to be charged for 22
Stationery:
Receipts required 120–*i*
Steamer chairs and rugs 21
Steam vessels, ocean and coastwise, fees to stewards and others 35
Stenographers and typewriters, employment of 113
Stewards, fees to 35
Stop-over privileges 65
Stop-overs 8, 9
Street cars, taxicabs, etc., reasonable charges allowed 24
Subsistence:
At official station or home, not allowed 58
Charge during loss of time 1
Items included in 36, 38, 39, 40, 45
Limit of cost of 36
Subvouchers:
How to fill out 122
Items to be supported by 120–*a*–*n*
Not to be taken in duplicate 121
Signed by corporations, etc 123
(*See also* Receipts.)

Paragraph.
Sundays and legal holidays, when computing per diem 59
Suspended items:
Disposition of 146
Reclaimed 128
Taxicab fare, when allowed 24
Telegrams:
Copy for telegraph company 103
General information concerning 80, 104
Messages bearing two or more addresses 88
Night telegrams, night letters, and Form 575 .. 97, 99
Receipted copy must be furnished when paid by employee 81, 120–*j*
Relating to leave of absence and payment of personal vouchers 82
Rates, government 89–a
Table showing application of rules for counting words 95
To be sent "paid" 104
To be used only in emergencies 101, 102
To distant points 100
Unnecessary words 83
What messages must show 96, 104
When to use 84
Words to be counted 87, 88, 95
Telegraph identification cards, use of 80, 81
Telephones, local and long-distance 105
Tickets. (*See* Railroad tickets.)
Time, loss of, from lack of funds 1
Trains, extra-fare 6, 7

	Paragraph,
Transportation:	
Actual fares allowed	4
Deviation from direct route	9
Extra-fare trains	6, 7
Involving no other charges	78
Points between which performed	11
Purchase of railroad tickets	10
Round-trip or special rates	12
Shortest and usually traveled route	5
Transportation requests:	
Canceled	71
Entering in accounts	138
More than one person on	62
Separate, issued for each employee	62
Used for official business only	61
Used in all cases	61
Travel:	
Authority for	2
Circuitous routes	9
Delay in	8
Expenses, reimbursement of	3
Funds required for	1
Shortest and usually traveled routes	5
Typewriters, cost of repairs	117
Receipts required for repairs	120–*h*
Unsatisfactory items in vouchers	146
Unused parts of railroad tickets, disposition of	13
Unused portions of tickets secured on requests	76
Unused tickets, stopping baggage on	15
Unusual items of expense to be fully explained	141

Vouchers: Paragraph.
Alterations in, must be certified 142
Charges for meals, how to enter 135
Claims for charges other than salary and per diem to be sworn to 129
Columns in which to insert items 134
Expense, United States consuls and clerks to United States courts administer oaths, to free of charge 133
Expense, unusual items in, should be fully explained 141
Expense, who may administer oaths to 131
Entries in chronological order 127
Items must be briefly stated 140
Items suspended and reclaimed 128
Letters transmitting, not necessary 136–a
Memorandum voucher 125
Proper way to render 143
Rendering of 124
Subvouchers for board and lodging covering more than one day 136
Subvouchers to be numbered chronologically .. 139
Suspended items, disposition of 146
To be prepared on typewriter 126
Waiving of regulations 147


LIBRARY OF CONGRESS
0 019 595 347 8